

**MERIT PROMOTION
VACANCY ANNOUNCEMENT**

**PHS INDIAN HOSPITAL
PO BOX 1201
PINE RIDGE, SOUTH DAKOTA 57770**

PINE RIDGE IHS IS A SMOKE FREE ENVIRONMENT

October 20, 2008

POSITION: Maintenance Worker Supervisor
PR2302

LOCATION: PHS Indian Hospital
Pine Ridge, SD

SALARY: WS-4749-07, \$23.56 per hour

VACANCY NUMBER: NP-08-0084-PR-MPP

OPENING DATE: October 21, 2008

CLOSING DATE: November 10, 2008

Applications and related documents must be received at the above address by 4:30 p.m. on the closing date of this announcement. For information contact Annabelle Black Bear at (605) 867-3016. All applications are subject to retention; no requests for copies will be honored. Applications can be faxed to 605/867-3271, (NOT RESPONSIBLE FOR UNSUCCESSFUL TRANSMISSIONS). Applications by e-mail will be accepted. It is the responsibility of the applicant to submit a complete application. **E-MAIL TO:** annabelle.blackbear@ihs.gov

APPOINTMENT:

☒ Permanent
☐ Not-To-Exceed The applicant selected for
This position may be appointed to either a one
year appointment or an appointment in excess
of one year depending on the status of the
applicant.

WORK SCHEDULE:

☒ Full-Time
☐ Part-Time
☐ Intermittent

AREA OF CONSIDERATION:

☐ Commuting Area
☒ Area-Wide
☐ IHS-Wide
☐ DHHS-Wide

MOVING: Travel may be paid provided all legal and regulatory requirements and travel regulations are met.

CONDITIONS OF EMPLOYMENT:

ON-CALL ☐ YES ☒ NO *call-back duty is defined as irregular or occasional work performed by an employee on a day when the work was not scheduled for the employee. This will require the employee to return to his/her place of employment within the specified timeframes.

* All applicants are required to complete the attached "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" and "Declaration for Federal Employment (OF-306)" forms to determine eligibility for federal employment. Your application may not be considered for this designated childcare worker position if you do not complete and submit this form or if you answer "Yes" to either of the two questions.

- **Must provide AVERAGE HOURS WORKED PER WEEK on application.**

NOTE: Applicants must provide work experience (paid/non-paid) – Job Title (include series if Federal job), duties, responsibilities and accomplishments (if you describe more than one type of work, ie., carpentry and painting, or personnel and budget, write the approximate amount of time you spend doing each). Employers name and address, supervisor's name and phone number, starting and ending dates (month/year), AVERAGE HOURS WORKED PER WEEK, and salary.

Persons who submit incomplete applications will be given credit only for the information they provide and may not receive full credit for their veteran's preference determination, Indian Preference, education, training and/or experience.

- Applicants applying for the position may be required to be immunized, for measles and rubella, if he or she provides services or has contact with patients at the service units. Persons born before 1957 are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of a vaccine or have a history of severe reaction to a vaccine or who are currently pregnant.

GRADE POTENTIAL: XX NO ☐ YES to grade(s) ☐.
SUPERVISORY/MANAGERIAL: ☐ NO XX YES

**May require one year probation*

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S.C. CODE, SECTION 472 AND 473). THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER. THE INDIAN HEALTH SERVICE HAS A ZERO TOLERANCE SEXUAL HARASSMENT POLICY, IHS CIRCULAR NO. 95-11, IN PLACE WHICH IT DISSEMINATES TO ITS EMPLOYEES.

WHO MAY APPLY FOR PERMANENT POSITIONS: (1) Federal employees occupying a permanent position who have competitive civil service status or those who acquired comparable status as a result of serving in an IHS excepted service position on an Excepted appointment; (2) Indian Preference eligibles occupying a temporary position or unemployed; (3) Other sources, e.g., positions covered by severely handicapped; Reinstatement eligibles, etc; (4) Current permanent employees with Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. Applicants must indicate on their application whether they are applying under the Merit Promotion Plan, Excepted Service Examining Plan, or both. Current IHS employees and those applicants eligible for reinstatement or transfer who do not indicate which procedures they are applying under will be considered under merit promotion only. "Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply."

DUTIES AND RESPONSIBILITIES: The purpose of this position is to manage the operation, maintenance, repair and utilization of all PHS quarters assigned to the Pine Ridge Service Unit; to provide short term planning, supervision and coordination for the Service Unit's quarters maintenance and repair functions and to perform the full range of electrical, plumbing, carpentry and heating/air conditioning equipment maintenance and repair to 107+ Pine Ridge Service Unit Quarters. The supervisory duties are: Supervises a staff of 14 or more trades and crafts personnel. The assigned areas of responsibility include the operation and maintenance (routine and scheduled) of the Quarters equipment, utilities, structures, and grounds. Trades and crafts supervised ranges from WG-2 to WG-8 and include labor, carpentry, plumbing, electrical, painting, air conditioning, refrigeration, mechanical systems repair, heating equipment, and grounds maintenance. The general duties include chairs and participates as a non-voting member of the Service unit Housing committee; conducts inspections, on-going inventory of all Service Unit housing furnishings and management reviews of on-site activities; coordinates with the Facility Manager to review current expenditures for housing operations and maintenance activities; coordinates with Facility Manager and Hospital Maintenance Foreman while planning jobs and schedules work on a regular short term basis; assigns work order priorities; coordinates work schedules; consults with employees regarding job assignments and review of completed work; orients new employees regarding work policies and maintenance of supplies, materials and equipment, work methods and techniques to be used; reviews work periodically with each employee and submits performance evaluation to Facility Manager for supervised staff; and coordinates with employees to determine the kinds and quantities of material, supplies, parts, tools and equipment needed to accomplish scheduled work. Trades and Craft Duties include repairs, tests and maintain equipment, and perform other miscellaneous trade and crafts work as required.

QUALIFICATION REQUIREMENTS: Candidates must meet qualification standards as specified in the Qualification Guide for Trade and Labor Jobs, X-118C.

ELEMENT A: Ability to lead or supervise.

ELEMENT B: Ability to inspect.

ELEMENT C: Knowledge of tools, equipment, installation, and repair.

ELEMENT D: Ability to interpret instructions, specifications, etc.

ELEMENT E: Ability to work with others.

Applicants must submit the SUPPLEMENTAL QUESTIONNAIRE; failure to do so will result in not being considered for the position.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement, if applicable.

HOW TO APPLY: Applicants must submit their applications to the PHS Indian Hospital, Human Resources, PO Box 1201, Pine Ridge, SD 57770. **ALL APPLICATIONS MUST INCLUDE ALL THE APPLICABLE DOCUMENTS:**

All applicants **MUST** submit the OF-306 Form (Declaration for Federal Employment).

1. Applicants may submit **ONE** of the following: a) OF-612, Optional Application for Federal Employment; b) Resume; or c) any other written application format.
2. Current Performance Rating, if available.
3. Applicants claiming Indian Preference **MUST** submit along with their application, FORM BIA-4432, Verification of Indian Preference. **BIA FORM-4432 IS THE ONLY FORM OUR OFFICE WILL ACCEPT.** Current IHS employees of Aberdeen and Bemidji Areas need only indicate on their application that verification is on file in their Official Personnel Folder (OPF).
4. If you wish to substitute appropriate education for experience, you **MUST** submit your transcripts along with your application. If your education is appropriate for the position being filled then your education may be substituted for experience.
5. For current or former Federal employees, a copy of your latest Notification of Personnel Action (SF-50B).
6. **All applications for this position MUST include the attached "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" form.**
7. **VETERAN'S PREFERENCE CERTIFICATION:** Form DD-214 indicating discharge and or Form SF-15, claiming 10-point preference. Veteran's Preference is not applicable to current permanent employees with the Department of Health and Human Services, Federal employees with competitive status or reinstatement eligibles unless you are eligible for Indian Preference and wish to be considered for the Excepted Service. **No preference will be allowed unless a copy of the DD-214 is attached to the application.**

EMPLOYMENT OF PEOPLE WITH DISABILITIES:

IHS provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Alice LaFontaine, Selective Placement Officer, at (605) 226-7213. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICATION INSTRUCTIONS FOR PUBLIC HEALTH SERVICE COMMISSIONED CORPS CANDIDATES:

Applicants should submit the following:

1. Copy of resume or curriculum vitae showing work experience, dates of employment, names and addresses of supervisors, include any education and other information reflecting individual qualifications for consideration.
- Commissioned Corp Applicants claiming Indian Preference must submit BIA form 4432 and will be evaluated against existing applicable standards.

INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS: Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Personnel Office to make a determination that you have the required qualifications for the position. **Failure to include any of the information listed below may result in loss of consideration for this position. This office will not solicit additional information.**

- a. Announcement Number, Title, and Grade of the job for which you are applying.
- b. Full name; mailing address (with zip code) and day/evening telephone numbers (with area codes).
- c. Social Security Number
- d. Country of citizenship
- e. Veteran's preference
- f. Highest Federal Civilian Grade held (give job series and dates held).
- g. High School - Name, City, State (with zip code), and date of diploma or GED.
- h. Colleges and Universities - Name, City, State (with zip code), majors, type and year of any degrees received (if no degree show total semester/quarter hours earned) (Attached transcripts).
- i. Work experience (paid/non-paid)-Job title (include series and if Federal job), duties, responsibilities and accomplishments (*if you describe more than one type of work, i.e., carpentry and painting, or personnel and budget, write the approximate amount of time your spent doing each*), employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), **AVERAGE HOURS WORKED PER WEEK**, and salary (beginning/ending).
- j. Indicate if we may contact your current and/or former supervisor.
- k. Job-related training courses, skills, certificates, registrations, and licenses (current only), honors, awards, and special accomplishments.

DO NOT SUBMIT POSITION DESCRIPTIONS. All applications must be signed and dated. All material submitted for consideration under this announcement becomes the property of the Division of Personnel Management and is subject to verification. Careful consideration should be given to the information provided; fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position

and or determination of unsuitability for Federal employment. If position is **RE-ANNOUNCED**, please call the Division of Personnel Management as to status of application.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) FOR SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES) you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a CES and, the date of the RIF separation has not passed and you are still on the rolls of the DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by the DHHS in the same commuting area (or nationwide for IHS employees GS-09 and above) of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date & meet all the application criteria (e.g., submit all required documentation etc.).
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as a RIF separation notice, a letter from the Office of Personnel Management (OPM) or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and shows disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates Retirement in lieu of RIF; or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

- B. Former Military Reserve or National Guard Technicians who are receiving a Special OPM disability retirement annuity under section 8337 (h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date & meet all the application criteria (e.g., submit all required documentation, etc.)
6. Eligible applicants will be considered "well qualified" if their documented experience, knowledge, skill and

abilities are comparable to or exceed that described at the acceptable level on the crediting plan for the position to be filled.

THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER.

SUPPLEMENTAL EXPERIENCE STATEMENT
(To accompany Application for Federal Employment)
QUARTERS MAINTENANCE WORKER FOREMAN, WS-4749-7

NAME: _____ **BIRTHDATE:** _____
(Mr.) (Mrs.) (Ms.) (First, Middle, Maiden (if any), Last) (Month, Date, Year)

NOTE TO APPLICANTS: Use Columns II and III to answer the questions in Column I. Use additional plain sheets of paper if needed.

<p style="text-align: center;">Column I</p> <p style="text-align: center;">Questions to Competitors</p>	<p style="text-align: center;">Column II</p> <p style="text-align: center;">Indicate job number or experience block on application to which this refers.</p>	<p style="text-align: center;">Column III</p> <p style="text-align: center;">In this column, write your answers to the questions in Column I. For schooling, include formal school, trade school, military classes, etc.; state subject, name and address of school, time spent on each subject, and grades. Tell about experience applicable to this position, paid or unpaid, part-time or full-time and in hobbies appropriate to the job.</p>
<p>ELEMENT A. ABILITY TO LEAD OR SUPERVISE. (screen out element) Tell about the number and kind of workers you have supervised and the nature of the work directed. Describe the supervisory responsibilities and extent of authority you have including estimating material, equipment, and manpower needs; scheduling work flow and work assignments; preparing procedures and layouts; installing work improvements. Tell about any awards or other honors you helped one of your subordinates obtain; training you have conducted or arranged for; disciplinary actions you have taken; performance records you have maintained; employee suggestions you have adopted. What relationships have you had with various operating groups other than your own work unit?</p>		
<p>ELEMENT B. ABILITY TO INSPECT. Tell about inspection experience and knowledge you have obtained. Describe the extent, purpose, and level of difficulty</p>		

<p>involved in your inspection activities. Tell about any residential inspection you have done of the building, grounds, equipment, appliances, and general condition. Tell about any construction inspection experience including tasks associated with ensuring materials, work methods, and finished product meets specifications, drawings, and intent. Tell about inspecting and evaluating workmanship of subordinates.</p>		
<p><u>ELEMENT C. KNOWLEDGE OF TOOLS, EQUIPMENT, INSTALLATION, AND REPAIR.</u></p> <p>Describe the extent of your knowledge or familiarity with residential fire sprinkler and alarm systems; oil furnaces, window air conditioners, ground source heat pumps, hot water heating systems, exhaust fans, range hoods, pumps and piping, lawn, tree, and shrub maintenance, and residential appliances, such as, washers, dryers, garbage disposals, microwaves ovens, stoves, dishwashers, and televisions.</p>		
<p><u>ELEMENT D. ABILITY TO INTERPRET INSTRUCTIONS, SPECIFICATIONS, ETC.</u></p> <p>(Includes blueprint reading) Tell of what extent and for what purpose you have used blueprints, drawings, or sketches. Tell about your experiences in preparing drawing, plans, or sketches and for what purpose they were prepared. Tell how you use manuals, specifications, etc., to determine the proper material used for each job. Give examples. Tell your experience in using operating manuals, handbooks, work orders, and following preventive maintenance schedules. Give examples of any jobs you have had where you had to</p>		

interpret prints, sketches, technical manuals, etc., for other employees.		
<p>ELEMENT E. <u>ABILITY TO WORK WITH OTHERS.</u></p> <p>Describe your various levels of communication with owners, supervisors, subordinates, and team members. Tell about experience in working in a team to obtain a common objective. Describe any specific team functions you have performed such as team leader, recorder, facilitator, or member. Describe the extent of interaction you have had with owners, supervisors, subordinates, and team members.</p>		

After completing the application and this form, look them over carefully to make sure that both have been signed and that you have answered every question. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about. Don't forget military service, hobbies, volunteer work, etc. All appropriate experience, education and training can be credited whether you were paid or not.

STATEMENTS CONCERNING QUALIFICATIONS WILL BE VERIFIED BY THE OFFICE OR PERSONNEL MANAGEMENT. EXAGGERATION OR MISSTATEMENTS MAY BE CAUSE FOR YOUR DISQUALIFICATION OR LATER REMOVAL FROM THE SERVICE.

CERTIFICATION

I certify that all the statements made in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant _____ Date _____

SIGN IN INK